

**685—1.2 (263B) Divisions.** OSA is divided into five divisions: General services, research, contract services, field services and publication.

**1.2(1)** The state archaeologist carries the overall responsibility of OSA and for all activities developed from or associated with OSA. The state archaeologist shall be the director of the office.

**1.2(2)** The associate director is responsible for administration of the office and maintenance of the state repository and documents collection, has functional supervision over the staff, acts in the absence of the director, and contributes to production of scientific reports and articles pursuant to Iowa Code section 263B.2 in coordination with the specific requests of the director and submission of reports and articles to the director according to a specific annual timetable developed by the director.

**1.2(3)** The research archaeologist has the responsibility, in part, for producing scientific reports and articles pursuant to Iowa Code section 263B.2 in coordination with the specific requests of the director and submitting reports and articles to the director according to a specific annual timetable developed by the director.

**1.2(4)** Contract archaeologists working on OSA projects are considered to be members of the OSA staff. They have the responsibility for meeting the terms of contracts in which they are engaged. Reports prepared for each project undertaken are subject to professional guidelines, federal statutes and the director's approval.

**1.2(5)** Publication and field services are handled by the staff as assigned.

This rule is intended to implement Iowa Code sections 263B.2 and 263B.5.

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